

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

\_\_\_\_\_  
(Plaintiff)

v.

Civil Case No. \_\_\_\_\_

\_\_\_\_\_  
(Defendant)

**REMOTE CIVIL MOTIONS DAY PRAECIPE**

Please place the above case on the MOTIONS DAY docket for \_\_\_\_\_, 20\_\_ at  
10:00 a.m. The title of the motion(s) is (are) \_\_\_\_\_

**Mandatory Remote Hearing Notices:**

- a. **The matter will be heard remotely via Microsoft Teams; and**
- b. **Opposing counsel/party will receive an email from the Court two (2) days prior to the Motions Day hearing. The Court’s email will include a link to the Microsoft Teams meeting and a telephone number to be used by those participants who do not have internet access.”**

My email address is \_\_\_\_\_.

Email addresses for non-moving pro se party or counsel is \_\_\_\_\_.

Email addresses for all interested parties are \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_.

I hereby certify that Notice of the foregoing praecipe has been delivered/mailed to  
\_\_\_\_\_ [name of non-moving pro se party or counsel]  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Name of Pro se moving party or counsel]

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## REMOTE CIVIL MOTIONS DAY PRAECIPE

(Page 2)

### INSTRUCTIONS

- A. FILE PRAECIPE, MOTION and REQUIRED DOCUMENTS with the Clerk of Circuit Court, 520 King Street, Room 307, Alexandria, VA 22314. 703.746.4044.
- B. DEADLINE is 4:00 p.m. on the Friday two and one half (2.5) weeks prior to the Motions Day. Refer to the Judges' Chambers website at [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt) (scroll to Motions Day sections) for specific deadline dates.
- C. MOTIONS DAY SCHEDULE - Motions Days are generally the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, except for the month of May (check the Court's calendar at [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt), scroll to "Calendar").
- D. WEBSITE – for Instructions, Deadlines, and Calendar - [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt).

### Remote Motions Day Hearings

1. REMOTE HEARINGS ONLY - Effective 7/20/2020 until further notice, and unless an exception is permitted by the Court, all Motions Day hearings will continue to be heard remotely using Microsoft Teams.
2. TIME LIMIT is 25 minutes per case (10 minutes each side for argument and 5 minute rebuttal). In cases requiring more than 25 minutes but less than 2 hours, counsel should call Judges' Chambers (703.746.4123) and speak with a Judicial Law Clerk to schedule a hearing at 2:00 p.m.
3. EMAIL ADDRESSES must be provided for moving party/counsel; the non-party party or counsel; and all interested parties.  
**If the moving party's praecipe or notice does not include the non-moving party's email address, it shall be the responsibility of the moving party to forward the Court's email with the Microsoft Teams meeting invitation to the non-moving party.**
4. MEETING LINKS and DOCKET are posted on the court's website two (2) days prior to the Motions Day. [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt) -scroll to "Motions Day" sections.